

CLERK'S OFFICE  
UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA  
333 CONSTITUTION AVENUE, NW  
WASHINGTON, DC 20001

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**For Immediate Release**

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**FAX-ON-DEMAND DEBUTS AT THE  
UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA**

No form? No problem.

If you have a phone and a fax, then you can instantly get more than 35 civil case forms through the new Fax-on-Demand system offered by the U.S. District Court for the District of Columbia. The system provides the greatest benefit for people outside the Washington, D.C., area who cannot readily get to the courthouse, but is also very convenient for local attorneys and others who require forms outside of the Clerk's Office's regular business hours.

First-time users must dial **202-354-3530** to access the system, then follow instructions and select the option to have an index of available forms and document identification numbers faxed to them. Users can then select up to five different forms per phone call and receive them within minutes at the fax machine of their choosing.

Any form can easily be added to the system and the repertoire of available forms will expand as needed, based on customer demand. Forms currently available include applications for attorney admission, summonses, writs of attachment, subpoenas, applications to proceed *in forma pauperis*, and many others. There are also forms exclusively for prisoner use, such as prisoner trust account reports.

A unique feature of the Fax-on-Demand system is that forms can be personally addressed to the recipient. By selecting the naming option and using a special typing technique on the telephone keypad, the caller can spell out any name to ensure that the form will be routed to that particular user. This feature is very useful when forms are being sent to a busy fax machine in a large office or when the recipient is traveling; forms that are easily identifiable can be sent to any fax machine at the user's destination and be waiting for retrieval upon the user's arrival.

The introduction of the Fax-on-Demand system is just the latest technological innovation at the Court. In addition, attorneys currently receive court orders via the recently instituted Fax-Back Program and demand for the Electronic Courtroom has been growing steadily since its inauguration two years ago.

As the 20<sup>th</sup> century draws to a close, the United States District Court for the District of Columbia is more than ready to embrace the challenges and innovations of the 21<sup>st</sup> century.

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